

The background of the document features a faded, light blue image of the Wisconsin State Capitol dome. At the top, there is a thick, wavy red banner that spans the width of the page.

Wisconsin Office of Justice Assistance
1 S. Pinckney Street, Suite 615
Madison, WI 53703-3220

Jim Doyle
Governor

David Steingraber
Executive Director

Homeland Security
**HS Catastrophic Planning
Projects/Positions (2008)**

Grant Announcement

**Applications must be submitted through
Egrants on or before July 29, 2010**



Important Contact Information for this Grant Opportunity:

Program/Policy:	Michael Jordan (608) 261-7529 Michael.jordan@Wisconsin.gov
Budget/Fiscal:	Shannon Ladwig (608) 261-7015 Shannon.ladwig@Wisconsin.gov
Egrants Assistance:	Weekdays, 8am – 4:30pm Email: OJAEgrants@wi.gov Local calls: (608) 267-9068 Toll free: (888) 894-6607

The Egrants Application Guide has step-by-step instructions for accessing and using the Egrants online system. The guide is posted on the Egrants page of our website: <http://oja.wi.gov>.

Online Help is available throughout the Egrants application process. Once you have started an application, look for the HELP button in the top right corner of the screen. Page-specific instructions can be found there.

Grant Announcement Summary

Program Area: Homeland Security

Grant Title: HS Catastrophic Planning Projects/Positions 2008

Description: OJA will provide State Homeland Security Program (SHSP) funding in the amount of \$505,000 to Wisconsin Emergency Management (WEM), Dane County Emergency Management, Milwaukee County Emergency Management and the Wisconsin Department of Transportation. The grantees shall use this funding to support Catastrophic Planning Coordinator positions/projects within their agencies.

Opportunity Category: Non-Competitive/Limited Eligibility

Important Dates: Grant funding will begin on approximately April 15, 2010 and expire on July 31, 2011.

Application Due Date: July 29, 2010

Project Start Date: Approximately April 15, 2010 – August 15, 2010.

Project End Date: July 31, 2011

Anticipated Funding Amount: The total available funds are \$505,000.

Project funding under this grant shall be made available for approximately one year or more depending on the award date. Future funding supporting the above projects/positions cannot be guaranteed.

Match/Cost Sharing Requirement: None

Eligibility: Only the following agencies are eligible to apply for the available funding:

- Wisconsin Emergency Management
- Milwaukee County Emergency Management
- Dane County Emergency Management
- Wisconsin Department of Transportation

Eligible Expenses: All expenses must be new and cannot replace existing state or local government funding. Substitution of existing funds with federal grants (supplanting) will be the subject of monitoring and audit. Violations may result in a range of penalties, including suspension of current and future funds under this program, suspension or debarment from federal grants, repayment of monies provided under a grant, and civil and/or criminal penalties. Funding will be made available on a reimbursement basis only.

HS Catastrophic Planning/Project Positions 2008

The Wisconsin Office of Justice Assistance (OJA) provides financial and technical assistance to public safety, first response and emergency management agencies throughout the state. As the State Administering Agency for state and federal criminal justice and homeland security grant funds, OJA is responsible for establishing funding priorities, developing application criteria, awarding and disseminating grants, and assessing project achievements. This grant announcement provides information about a specific grant opportunity and instructions to help those eligible apply for a share of the available funds.

Program Description

Through this grant announcement, OJA is seeking applications for projects geared toward improving and expanding planning for catastrophic events.

Following the catastrophic flooding after Hurricane Katrina, Wisconsin Governor Jim Doyle directed a review of the State's Emergency Operations Plan and ongoing planning initiatives to evaluate the level of preparedness for catastrophic events. That review determined that Wisconsin's 12 largest cities, located in 11 counties across the state, should plan for and be able to quickly evacuate all persons (including special needs populations) in the event of a catastrophic disaster.

Wisconsin Emergency Management supports a Catastrophic Planning work group that meets on a periodic basis. The group's current membership includes representation from WisDOT, Dane County Emergency Management, Milwaukee County Emergency Management, Public Health and the Wisconsin Office of Justice Assistance. The work group will continue to expand as the State's Catastrophic Planning Program develops.

Under this grant, OJA will provide additional State Homeland Security Program (SHSP) funding which will be made available to: Wisconsin Emergency Management, Milwaukee County Emergency Management, Dane County Emergency Management, and the WI. Department of Transportation.

Wisconsin Emergency Management (WEM), as the lead agency, shall continue its efforts to develop a state catastrophic planning and mass evacuation template. The template will be made available to the 12 largest cities to assist in the development of their mass evacuation/sheltering planning and exercising. The template will also be made available to any county or local community that is interested in developing their own evacuation plans.

The funding made available to Dane County Emergency Management and Milwaukee County Emergency Management shall be used for planning positions that support the development of the WEM catastrophic planning/mass evacuation template. In addition, Dane County Emergency Management shall provide mass evacuation and special needs planning assistance to Rock County Emergency Management in efforts at developing a mass evacuation plan for the City of Janesville.

The Wisconsin Department of Transportation (WisDOT) will use these grant funds to provide continued planning for the traffic routing and control element of the WEM template and evacuation planning for the 12 largest cities in the state.

Dane County Emergency Management will also be awarded a special needs planning/equipment grant under this funding announcement. The funding will be used to support a continued special

needs sheltering/evacuation pilot project. Procedures/activities associated with special needs planning developed by Dane County Emergency Management will also be included in WEM's Catastrophic Planning template, and made available to all Wisconsin counties and local communities as necessary.

Award Information

Project funding in the amount of \$505,000 will be provided from the 2008 federal Homeland Security Grant Program. Only the following agencies are eligible to apply for the amounts identified as follows:

Wisconsin Emergency Management	\$ 85,000
Milwaukee County Emergency Management	\$ 85,000
Dane County Emergency Management	
Special Needs Pilot Project	\$ 50,000
Catastrophic Planning	\$ 85,000
WI. Department of Transportation	\$200,000

There is no match of any kind required.
Funding is available on a reimbursement basis only.

Upon application approval, the applicant agency's project director will receive a paper grant award document by mail in approximately 30 days.

Submit Applications Using Egrants

Applications must be submitted through the OJA Egrants online grants management system. If you have never used OJA Egrants before, you will need to register for access to the system. To register online, go to <http://register.wisconsin.gov/AccountManagement/> and complete the 'self registration' process. On the account registration site, you will have a choice between the OJA Egrants and Commerce eGrants. Please take care to select **OJA Egrants** during this process.

Authorization to access Egrants can take several days depending on registration activity. The OJA help desk is open Monday-Friday 8am-4:30pm if you need assistance. (Please note: If you register outside of these hours, access may not be approved until the next business day.) Once your Egrants access has been approved, you may begin your online grant application.

An Egrants System User Guide is posted on the OJA website (Egrants page). If you have any problems using Egrants, please contact our help desk at OJAEgrants@wi.gov or call us at (608) 267-9068 or toll free at (888) 894-6607 during business hours.

Application Components

Through Egrants, you will provide OJA with detailed information about your project that will be used to make a funding decision. Questions on what is expected in each section can be directed to Michael Jordan (608) 261-7529 or at Michael.jordan@Wisconsin.gov

1. Main Summary

This page asks for information about your agency and the individuals responsible for the application and grant award. There are many required fields on this page so if you encounter problems, please check online help by clicking the floating HELP button. Please note: When identifying individuals involved in this grant, you may not list the same person as project director and financial officer. The financial officer is the individual responsible for financial activities in your organization while the project director will be overseeing project operations.

In the Brief Project Description text box, please describe your project in 150 words or less. A suggested format is included for your convenience:

“Funds will be used by the (your agency name and others involved in the project) to (describe what funds will be used for and who will be involved). The (what - equipment, training, project, pilot, etc.) will (describe the specific goals you hope to achieve – how will the project or equipment improve safety in Wisconsin?) If appropriate, add which area(s) of the state will benefit.”

Responses to this section will be used on the OJA website, cited in OJA reports and could be mentioned in press releases. Plain language that clearly describes the intent of the project is most effective.

2. Approval Checklist

Answer Yes or No to each question.

3. Performance Measures

Please open this section and change the page status to Complete; then SAVE the page. Performance Measures will be identified and collected during post-award reporting rather than through this funding application process.

4. Budget Detail

Complete a project budget using the following categories. For each category used, enter a justification that describes how the items in that category will be used during the course of the grant period. It is important that you include specific details for each budget line item, including cost calculations.

Personnel: Provide salary information for non-contractual employees that will be funded through this grant, including overtime. List each position by title and name of employee, if available. Show the annual salary rate and the percentage of time to be devoted to the project. Compensation paid for employees engaged in grant activities must be consistent with that paid for similar work within the applicant organization.

Employee Benefits: Employee benefits for grant-funded personnel include FICA, Unemployment Compensation, Health Insurance, etc. and amounts budgeted should be based on actual known costs or an established formula. Employee benefits are for the personnel listed in the budget and only for the percentage of time devoted to the project. Employee benefits on overtime hours are limited to FICA, Workers' Compensation, and Unemployment Compensation.

Travel/Training: Any travel and/or training costs associated with the funded project. Only actual expenses will be reimbursed. All reimbursements will be at current state rates that are subject to change. Current rates for in-state travel at the time of this announcement include:

- Mileage: \$0.485/mile
- Lodging: \$70/night (\$80/night for Milwaukee, Waukesha or Racine County)
- Meals: \$8/breakfast; \$9/lunch; \$17/dinner; \$5/breaks

(Please note: Costs will only be reimbursed after submission of an event agenda and attendance list. Travel and training for contracted employees does not go in this section. These expenses should be itemized under “Contractual.”)

Equipment: Homeland Security equipment grants require that all equipment (regardless the cost) be entered in this category so that applicants can select from authorized equipment lists. Equipment is defined as items used for prevention, emergency response, and recovery operations. The allowable categories and equipment standards are listed on the web-based version of the Authorized Equipment List (AEL) at <https://www.rkb.us>.

Supplies and Operating Expenses: Includes consumables such as paper, stationery, postage, software and operating expenses such as rent and utilities. Show computations for all items. For example, Rent: \$150/mo x 12 months = \$1,800.

Consultants/Contractual: Provide costs associated with individuals or entities providing services through a contractual arrangement. With the exception of a few justified sole source situations, contracts should be awarded via competitive processes. Attach detailed information to support the total cost of each contract. For each consultant enter the name, if known; service to be provided; hourly or daily fee (8 hour day); and estimated time on the project. Consultant fees in excess of \$450 per 8 hour day require additional justification (contact OJA). List all expenses to be paid from the grant to the individual consultant in addition to their fees (e.g., travel, lodging, meals, etc.). Show the basis of computation for each service requested. Within 30 days of grant award date, a signed contract must be received by OJA. No fund reimbursements will be made prior to receipt of the contract.

Indirect: Indirect costs are costs of an organization that are not readily assignable to a particular project, but are necessary to the operation of the organization and the performance of the project. The cost of operating and maintaining facilities, depreciation, and administrative salaries are examples of the types of costs that are usually treated as indirect.

Other: Items that don't fit into specific categories. Examples: Confidential Funds, Overhead (if allowed)

5. **Budget Narrative**

Please describe how your budget relates to the overall program/project strategy or implementation plan.

6. **Project Narrative**

Describe your program or project in detail, including what objectives would be accomplished.

7. Required Attachments

Please attach the following documents to your application in this section:

- ☐ Position Descriptions for each funded or partially funded position

Application Review and Award Criteria

All applications must be submitted on or before the deadline and will be screened for completeness and compliance with the instructions provided in this announcement. OJA staff will review applications to insure consistency with statewide criminal justice strategies and make funding recommendations to the OJA Executive Director. All final grant award decisions will be made by the OJA Executive Director.

Post-Award Special Conditions/Reporting Requirements

If you are awarded funds under this announcement, you will be required to provide regular progress reports. The schedule for your reports will be included in your grant award materials. At that time, please review all of your grant award special conditions and Egrants reporting requirements. The following special conditions will be included in the awards:

1. Equipment purchased with this grant must be accompanied by appropriate vendor or manufacturer training. Personnel using the equipment must be properly trained on the use of the equipment before it is put into service.
2. Emergency response capabilities developed using these grant funds must be made available to other emergency response agencies regionally, as may be required for incident response purposes. MABAS, SMART and mutual aid agreements will be used if applicable. The procedure for requesting this resource is to be on file with the County Emergency Management Director. By accepting this grant it becomes the responsibility of the agency that receives equipment to respond with the equipment as may be needed. Joint training and inter-agency collaboration for purposes of the sharing of equipment, facilities and expertise, is strongly encouraged. The grantee is required to maintain proper training and inventory records.
3. All exercises must follow the exercise methodology as directed by the Homeland Security Exercise Evaluation Program (HSEEP).
4. This funding supports personnel for a limited term project to be completed during the grant period, and is not intended to support long-term staffing needs. Sustainment of long-term staffing needs beyond the grant period is the responsibility of the grant recipient.
5. This funding is intended to support the planning and implementation activities and deliverables as outlined in the grant application and associated project proposal documents submitted to OJA. Activities other than those expressly detailed in this grant are not allowable without prior approval from OJA.
6. Positions funded by this grant must have a position description. Submit the position description and name of employee in Egrants.

7. If funds are being used to hire personnel, submit the position description and if hiring an independent consultant or contractor, submit a contract detailing job specifications and deliverables.

Additional Resources

Additional information about the Office of Justice Assistance and resources to assist with Egrants is available as follows:

- Office of Justice Assistance website: <http://www.oja.wi.gov>
- A helpful [Egrants User Guide](#) is posted on the Egrants page of the OJA website. It includes registration through grant award instructions.
- Online Help is available in many areas of the Egrants program – watch for the Help Buttons.
- Egrants Helpdesk is staffed on non-holiday weekdays between 8AM and 4:30PM.

Email: OJAEgrants@wi.gov

Local calls: (608) 267-9068

Outside the 608 area code: (888) 894-6607